

Salary Changes

Banding Positions:

As we begin to move our CCPS positions into the Career Banding structure, new pay bands will be established. To establish these new pay bands, pay rates will be compared to the current "market rates" for other similar government and private jobs. If any of our newly banded positions are being underpaid, recommendations will be made to increase salary levels. Pay increases will only be made to eligible employees when budget money is available.

Acquiring Higher Level Skills:

As jobs are banded, each position will be labeled as one of the following:

- Contributing (entry level)
- Journey (experienced)
- Advanced (expert)

If employees move from one level to another by increasing their competencies (skills, knowledge, abilities, and key behaviors) and demonstrating these new competencies on the job, they may be eligible for a pay increase. Pay raises can only be granted when budget funds are available.

Career Banding Implementation

The implementation of all the job families should be completed within three to five years. Transition to Career Banding will begin with Law Enforcement and Information Technology October 1, 2005. Employees will initially move into the Career Banded system with no changes in pay.



A changing HR System that affects the way we...

- ❖ **classify**
- ❖ **hire**
- ❖ **pay**
- ❖ **promote**
- ❖ **evaluate**
- ❖ **provide career development**

For more information, visit our
Career Banding website at:
<http://www.nccrimecontrol.org/careerbanding>

Career Banding Defined

Career Banding is a new human resources system that affects the way we classify, hire, pay, promote, evaluate and provide career development opportunities for our employees.

Career Banding Pay Philosophy

Competitive pay will reinforce high standards and positively impact the department's ability to:

- Recruit, retain and develop qualified, motivated, and diverse workforce
- Promote proven successful work behaviors
- Emphasize competencies and demonstrated skills and abilities on the job
- Enhance career development for our employees

Benefits of Career Banding

Expected benefits of Career banding:

- Directors will have more flexibility than they do under the current system to grant pay increases for eligible employees (if budget money is available).
- Employees may be able to move up through the pay band by acquiring and demonstrating higher-level job-related competencies.
- CCPS will be able to attract and keep talented employees with more potential for career advancement.
- Employees may be provided with increased opportunities for career development.

Competencies

Sets of knowledge, skills, abilities, and behaviors an employee needs to successfully do their job. Competencies must be (1) demonstrated on the job; (2) measured according to standards set by the organization; and (3) required of the job based on the organization's needs.

New Pay Bands

To reduce the number of job classes and titles in state government, similar jobs will be grouped together into broader job classes. The combined job classes will be grouped into larger pay ranges and may be assigned new titles.

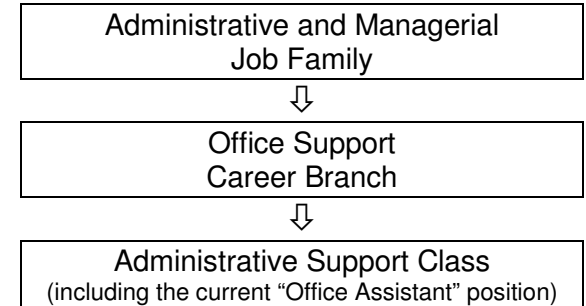
Job Families

In Career Banding, similar jobs are grouped together into "Job Families" listed in the chart below.

Job Families	
Administrative & Managerial	Medical & Health
Information & Technology	Institutional Services
Law Enforcement & Public Safety	Operations & Skilled Trades
Human Services	Engineering & Architecture
Information & Education	Natural Resources & Scientific

Example

All CCPS jobs will eventually fall under a Job Family, Career Branch, and Banded Class Series as pictured below for an "Office Assistant" job:



The Office Assistant will fall under a pay band established for the Administrative Support Class. Within that band, pay rates will be set for Contributing, journey, and Advanced levels. Office Assistants hired at a Contributing level, for example, may increase their demonstrated competencies to be eligible for advancement to Journey or Advanced levels in the Administrative Support Banded Class Series.

Hiring

Managers will decide whether to fill positions at the Contributing, Journey, or Advanced levels depending on the work unit's need. They will then hire applicants who have the required competencies for that level.